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*for*  
23 November 1956

Chief, Documents Division, OCR

Chief, Liaison Division, OCR

Reports Responsive to Collection Requirements

In order to follow the progress of collection requirements for which it is responsible, Liaison Division, OCR, must be informed of information reports responsive to those requirements. To cover its needs for this purpose Liaison Division proposes that the following procedure be followed by Liaison Division and Documents Division:

a. Liaison Division will supply Documents Division each month any desired number of copies of its Master RD List. For OSI and OCI requirements the Master List will include the unit designations of the requesters. An asterisk will be placed by the RD number of RDs on the Master List on which Liaison Division does not desire copies of responsive reports. Liaison Division will inform Documents Division of any RDs received after the issuance of the Master List on which reporting may be expected before the issuance of next month's List. The numbers of these RDs should be added by Documents Division to its copies of the Master RD List.

b. Documents Division will send Liaison Division one copy of all reports referencing RDs 1/ which appear on the Master List and which are not marked with an asterisk.

c. When a report references more than one RD 1/ number, a copy will be sent Liaison Division for each number, if possible.

d. Where there is an insufficient number of copies received to permit Documents Division to send a copy to Liaison Division and also to the office originating the requirement, Documents Division will send the requester's copy to Liaison Division on a routed basis. Liaison Division will be responsible for expeditious forwarding of the report to the requester, through the appropriate channel.

This procedure will not be practicable for reports responsive to ORR RDs, because the ORR Reading Panel, not Documents Division, routes internally for ORR. Therefore, on reports received in limited number of copies responsive to ORR RDs, Documents Division will route all copies destined for ORR to Liaison Division. Liaison Division will pass on all copies of the report at once to the ORR Reading Panel. This procedure will enable the Reading Panel in ORR to receive all the ORR copies together and thus make maximum use of them. Those copies which Liaison Division is to pass on to ORR will be so indicated by Documents Division.

e. Where the number of copies permits, Documents Division will send to OSI Collection Staff and OCI Requirements Branch a retention

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copy of all reports referencing their RDs on the Master List. These copies will be in addition to those sent to Liaison Division. This dissemination has been requested by OSI and OCI, and has been supplied by Liaison Division in the past.

1/ Reports may reference a "CD" (Collection Directive) number rather than an "RD" (Requirements Directive) number. For dissemination purposes Documents Division should regard these terms as synonymous and send to Liaison Division copies of reports referencing numbers preceded by either "CD" or "RD", if the number appears on the Master RD List and does not have an asterisk.

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